

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

Submitted to the Records Manager, Division

Hall of Records Commission

SCHEDULE
NO.

334

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1. Requesting Agency

CONTROLLER OF THE TREASURY

2. Division or Bureau of Requesting Agency

LICENSE BUREAU

(see State Appeals Bd)

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.1. GENERAL CORRESPONDENCE

Size: 8 1/2" x 11"

Dates: 1954 - -

Quantity: 3 cubic feet

File Arrangement: Alphabetical by name

Annual Accumulation: Less than 1 cubic foot

Disposable Amount: 1 cubic foot (estimated)

This file contains general correspondence and records which relate to the internal administration of the License Bureau. Correspondence is concerned chiefly with the issue of licenses and the enforcement of license laws. A portion of the correspondence is with license inspectors and the remainder is with various licensees. Other material in the file consists of lists of licenses issued, informal opinions of the attorney general, personnel records of present and former employees, and salary data received from the Commissioner of Personnel.

A. RECOMMENDATION: RETAIN PERMANENTLY THE OPINIONS OF THE ATTORNEY GENERAL.

B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.

7. Agency, Division or Bureau Representative

Edward J. Dumas

Signature

Chief Inspector State Licenses

Title

October 16, 1958

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

10/24/58

Date

Marie S. Radloff

Archivist

Date

Secretary

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6. Recommendation
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and Board of Public
Works.

2. APPLICATIONS FOR SPECIAL CIGARETTE RETAILERS LICENSE

Size: 8½" x 11"

Dates: 1956-1957

Quantity: 3 drawers (6 cubic feet)

File Arrangement: Numerical by license number

Annual Accumulation: Discontinued

Disposable Amount: 6 cubic feet

Article 56, Section 65 of the Annotated Code of Maryland, 1957 Edition, requires cigarette retailers to obtain a special retailers license. These were obtained directly from the license Bureau until a 1957 amendment to the law empowered the various clerks of court to issue the special retailers license. The license Bureau, however, still issues special wholesaler's and special vending machine operator's licenses.

The special retailer's application form, prepared and submitted annually, shows the type of license applied for, the total license fees to be paid, the number of locations on which the applicant owns and operates vending machines, the number of machines owned, the application date, the name and address of the firm, and the signature of the person applying for the license. Other information on the application form relates to the licensing of special wholesalers and vending machine operators, who, until 1957, submitted this form when applying for a license. Since then, their applications have been submitted on a new form which is described elsewhere on this schedule as Item 4.

The recommendation below applies only to special retailers' licenses.

RECOMMENDATION: TRANSFER TO THE STATE RECORD CENTER AND RETAIN UNTIL THREE YEARS OLD; AND THEN DESTROY.

3. SPECIAL RETAILERS' CIGARETTE LICENSES

Size: 3" x 5"

Dates: 1956-1957

Annual Accumulation: Discontinued

File Arrangement: Alphabetical by name of retailer; by county and alphabetical therein

Disposable Amount: 3½ cubic feet

Audit: State

This file consists of duplicate copies of licenses issued to special cigarette retailers. The Bureau discontinued issuing these licenses when, according to a 1957 amendment to the Unfair Cigarette Sales Act, clerks of court were empowered to issue them. The duplicate licenses are no longer needed by the Bureau for audit purposes.

RECOMMENDATION: TRANSFER TO STATE RECORD CENTER, AND RETAIN UNTIL THREE YEARS OLD; AND THEN DESTROY.

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4. APPLICATIONS FOR SPECIAL WHOLESALE'S AND VENDING MACHINE OPERATOR'S LICENSES.

Size: 8½" x 11"

Dates: 1956 - -

Quantity: 1 cubic foot

File Arrangement: By year and numerical by license number therein

Annual Accumulation: Less than ½ cubic foot

Audit: State

According to the provisions of Article 56, Section 66, Annotated Code of Maryland, 1957 Edition, wholesalers and vending machine operators are required to obtain special cigarette licenses. The yearly license application was until 1957 filed on the same form as that used by special cigarette retailers. Since that date separate application forms for wholesalers and vending machine operators have been substituted and the use of the earlier form discontinued. Both forms show the pro-rata cost of the license, the name in which the business is to be licensed, the address, the type of business (corporation, partnership, or individual), the names and addresses of officers or owners, the names and addresses of all branch locations (of wholesalers) or the names and addresses of all premises on which the applicant operates cigarette vending machines and the number of machines at each location, the applicant's signature, the date of application, and notary's signature.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5. LICENSES - WHOLESALE AND VENDING MACHINE OPERATOR

Size: 3" x 5"

Dates: 1956 - -

Quantity: ¼ cubic foot

File Arrangement: By license year

Annual Accumulation: Less than ¼ cubic foot

Audit: State

Cigarette wholesalers and vending machine operators obtain annual licenses direct from the License Bureau. The Bureau retains a copy of each license issued, the original going to the licensee.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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6. Recommendation of Hall of Records and Board of Public Works.

6. CHAIN STORE LICENSE FILE

Size: 3" x 8" envelopes

5" x 8" cards

Dates: 1950 - -

Quantity: 3 cubic feet

File Arrangement: cards: in two chronological groups and alphabetical therein

envelopes: by year and alphabetical therein

Annual Accumulation: $\frac{1}{2}$ cubic foot

Disposable Amount: 1 cubic foot

The License Bureau is responsible for the administration of the Chain Store License Law. Each year the Bureau queries chain store companies concerning the number of stores operated, mails out to them notices of license fees due the counties in which individual stores of a chain are located, and notifies the affected counties of the fees due them. Specifically, the Chain Store License File consists of completed questionnaires or letters received from chain store companies on which are listed the locations of stores operated and on which the Bureau posts the license fees due. The remainder of the file consists of summary cards covering a 5-year period showing the name of the chain store company, the main office address, the number of stores in Baltimore and in each of the counties for each year, the total number of stores for each year, and the total license cost. Copies of notices to counties listing the operators of chain stores, the address of each, the number of stores in the State, the number of stores in the county, and the total license fees due are retained by the Bureau and are considered to be part of the Chain Store License File. The recommendations below apply to the letters or questionnaires received, the summary cards, and the copies of notices sent to the counties.

A. RECOMMENDATION: RETAIN QUESTIONNAIRES AND NOTICES FOR THREE YEARS AND THEN DESTROY.

B. RECOMMENDATION: RETAIN SUMMARY CARDS FOR THREE YEARS AFTER LATEST ENTRY, AND THEN DESTROY.

7. DELINQUENT NOTICES (PINK TICKETS)

Size: 3" x 5"

Dates: 1952 - -

Quantity: 3 cubic feet

File Arrangement: By year and by county therein

Annual Accumulation: $\frac{1}{2}$ cubic foot (estimate)

Disposable Amount: $1\frac{1}{2}$ cubic feet

In enforcing license laws, inspectors of the License Bureau issue delinquent notices to companies or businesses who have failed to comply with license requirements. Notices are prepared in triplicate, the Bureau retaining a temporary copy until the delinquency is

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removed by the payment of the proper license fee to the clerk of court. The clerk retains one copy and forwards the paid pink copy to the License Bureau, upon receipt of which the temporary (blue) copy is destroyed. Notices show the date, the name of the delinquent party, the type of license required, the amount of the license fee, the amount of the penalty, the clerk's fee, the total amount due, and the signature of the license inspector. The notices are used by the Bureau in compiling statistical information for the printed annual report, the notices for each county being counted and the money represented by the delinquent notices totaled.

RECOMMENDATION: RETAIN FOR ONE YEAR IN DEPARTMENTAL OFFICE; TRANSFER TO RECORD CENTER FOR AN ADDITIONAL TWO YEARS AND THEN DESTROY.

8. INSPECTORS' REPORTS

Size: 8½" x 11"

Dates: 1957 - -

Quantity: 3½ cubic feet

File Arrangement: By month for each inspector

Annual Accumulation: 2½ cubic feet (estimated)

This file consists of reports which are prepared daily by license inspectors as a summary of their activities. Each report shows the names of firms and persons visited, their addresses, and, if delinquent the kind of license required, the amount of the license, the amount of the penalty, and the total fees due from each delinquent. At the bottom of the form is entered the total number of calls made during the day, the total amount reported, and the license inspector's signature. Information from all daily reports is summarized monthly on another form which is filed separately. This form (Monthly Report of State License Inspectors) is prepared by the chief license inspector and shows the names of individual inspectors, the area worked by each, the number of calls made during the month, the number of calls made during the month, the number of delinquencies and penalties reported, remarks relating to each inspector, totals for the month, and the signature of the chief inspector. The original of this report is forwarded to the Comptroller of the Treasury. The recommendation below applies only to the daily and monthly reports retained by the Bureau.

RECOMMENDATION: RETAIN FOR ONE YEAR IN DEPARTMENTAL OFFICE; TRANSFER TO STATE RECORD CENTER FOR TWO ADDITIONAL YEARS AND THEN DESTROY.

9. INVESTIGATORS' REPORTS

Size: 8½" x 11"

Dates: 1954-1957

Quantity: 1 drawer (2 cubic feet)

File Arrangement: Chronological

Annual Accumulation: Discontinued

Disposable Amount: 2 cubic feet

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This file, containing detailed reports of the results of individual investigations by license inspectors, has been discontinued. All reporting is now accomplished on the Inspectors' Reports (Item 8).

RECOMMENDATION: TRANSFER TO STATE RECORD CENTER; RETAIN UNTIL THREE YEARS OLD; AND THEN DESTROY.

10. ACCOUNTING RECORDS

Size: 8½" x 11"

Dates: 1953 - -

Quantity: 4½ cubic feet

File Arrangement: By type of record and chronological therein

Annual Accumulation: 1 cubic foot (estimated)

Disposable Amount: 3 cubic feet

Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry, the General Ledgers (Unfair Cigarette Sales Ledger, and the Delinquent License Ledger), and the Special Cigarette License Journal. The final books of entry are to be retained permanently. Specifically these supporting records are:

Comptroller of the Treasury

Form No.

P-1-S

E-1 and E-½

DD-1

R-2 (formerly RR-2)

Memorandum of Adjustment

Distribution of Charges

Transmittal

Certificate of Deposit and Bank Deposit Slip

Monthly Report of State Funds Collected and Deposited

Distribution of Unexpended and Obligated Balances

Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A

47-A

100-16

39-A and 40-A

CF-2

CF-1

100/24

27-A

CF-3

26-A

52

51

Requisition for Supplies

Purchase Order

Out-of-Schedule Requisition for Supplies

Stores Requisition

Copy of Contract Awarded

Capital Fund Requisition for Equipment

Actual Emergency and Repairs Report

Copy of Contract Awarded

Copy of Contract Awarded

Delivery Invoice

Notice of Award of Contract

Credit Memorandum

Report of Partial Delivery

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Budget Bureau (Department of Budget and Procurement)

Budget Schedule Amendment Sheet

BB-1 (Rev.) Formerly

BB-1 and BB-2

B.P. Inv. R101

Report of Fixed Assets (annual)

B.P. Inv. R102

Report of Materials and Supplies (annual)

B.P. Inv. 6

Materials and Supplies Physical Inventory (annual)

Budget Form

Nos. 1 thru 11

Budget Estimates Fiscal Year

BB-40

Request for Position Action

Others

Vendors' Invoices

Bank Deposit Slips

Bank Deposit Receipts

Check Stub Books

Canceled Checks

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

11. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, ADDITIONS AND DEDUCTIONS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 1-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

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TRANSMITTAL FORM E-1 or E-2 (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1951).

12. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

13. LEAVE RECORDS

This file includes the following records:

Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee
Leave applications
Doctors' certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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